

Alternate Work Location

Address



Effective Date

01/31/2024



How to Update Your Campus Phone Number:

1. Scroll down to the section titled "Primary Phone" and click on the pencil icon.
2. In the "Phone Device" field, select the "Landline" option.
3. In the "Country Phone Code" field, select "United States of America (+1)."
4. In the "Phone Number" field, type in the area code and your campus phone number.
5. In the "Visibility" field, select the "Public" option.

The image shows a screenshot of a web form titled "Primary Phone". The form contains several fields:

- Phone Device ***: A dropdown menu with "Landline" selected.
- Country Phone Code ***: A dropdown menu with "United States of America (+1)" selected.
- Phone Number ***: A text input field containing "(361) 593-1234".
- Visibility ***: A dropdown menu with "Public" selected.

At the top of the form, there is a header "Primary Phone" and a pencil icon for editing. Below the "Phone Device" field, there is a "Country Phone Code" field. Below that, there is a "Phone Number" field. At the bottom, there is a "Visibility" field. The form is partially obscured by a navigation menu on the left side.

